

**From:** Bell, Jennifer C. DPI  
**Sent:** Monday, January 23, 2017 4:24 PM  
**To:** DACs  
**Subject:** Statewide ACT Assessments Update

Dear educators,

Please see below for the biweekly update for the ACT High School Assessments.

**Window for verifying student information is now open – deadline Jan 26**

- See email from [statetesting@act.org](mailto:statetesting@act.org) sent on 1/17 and the [Verifying Student Information](#) guide for instructions.
- Deadline is January 26.
- Enrolling or unenrolling students during this window automatically updates ACT enrollment counts and materials orders.
- To enroll or unenroll a student, follow the procedure found on page 12 of [Using PearsonAccessNext for the ACT](#).
- Please follow this same process for both ACT and WorkKeys.
- A training video is available: [Managing Student Information and Entering State Use Questions](#)
- Barcodes will generate based on students in PA<sup>Next</sup> at 11:59pm on 1/26.
- Students new to the school can be added to PA<sup>Next</sup> after 1/26 up until test day.
- Additional materials can be ordered until Feb 22 via the [additional orders process](#) if the 5% overage will not suffice.

**Window for ordering WorkKeys accommodations materials is now open – deadline Jan 26**

- Jan 16-26, test coordinators places order for [WorkKeys accommodations materials](#).
- A training videos is available: [Ordering Initial ACT WorkKeys Materials](#)

**Deadline to submit reconsideration requests for ACT approved accommodations is Jan 27**

- See training video [here](#) for details.
- If a student with disabilities has been denied accommodations for statewide ACT testing, please notify DPI OSA at [jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov) or 608-267-7268.

**Window to upload Accommodations Late Consideration Form is now open – deadline is Feb 24**

- Applicable only to newly enrolled students, newly classified juniors, newly identified disabilities, previously approved ACT accommodations, medical emergencies or sudden onset of a medical condition.
- See [ACT Approved Accommodations Late Consideration Form](#)

**ACT Test Administration Webinar Recording is now posted**

- If you missed the first test ACT test administration webinar the recording and slides are now posted.
- Go to the [WI ACT website](#) and scroll down to the Training section, or access it via the [DPI ACT Trainings website](#) under “archived Q&A training sessions.”
- The next Test Administration Training Webinar, covering different content, will be Feb 2 at 10am. Register [here](#).

### **Students taking alternate assessment (DLM)**

- If an 11th grader is taking the alternate assessment (DLM), leave the student information in PearsonAccessNext.
- After testing is complete, test coordinators indicate the student took the alternate assessment by entering ALT for **State Use Question #5** in PearsonAccessNext in the ACT section.
- State Use Question #5 is where information is collected about student who do not test. See instructions starting on page 2 of [WI State and District Testing Supplement](#).

### **PearsonAccessNext Tips**

- The Operational Reports feature in PearsonAccessNext can help you with verifying student information. If you would like to export student data into a spreadsheet, you can use the Student Org Enrollment Report.
- To run this report, go to the Reports tab in PANext. Select Operational Reports. Filter by Report Category – Students and Registrations (see screenshot below). The third report option is Student Org Enrollment Report that shows all students in the system and their demographic data. This can be downloaded as a CSV file.

### **Hard copy manuals for training purposes arrived in schools and districts last week**

- One copy of each test administration manual arrived at each participating school and district the week of 1/16 to assist with staff training sessions.
- Additional manuals will arrive with the secure items shipment the week of Feb 6 or 13 depending on the date selected by the test coordinator in PearsonAccess<sup>next</sup>.
- Test coordinators are required to hold a training session before test day to prepare staff for test day activities.
- Topics to cover during training are included on page 66-68 of the [ACT Standard Time Paper Testing manual](#).
- It may also be helpful to view some of the training videos during this session. They are found [here](#).

### **Online Practice Test for ACT**

- The online practice test for ACT will be released 1/23 via an email to test coordinators.
- This is a full length test that provides a raw score.
- It is administered online via TestNav, the application used for Aspire test administration.

- More information on free practice materials can be found [here](#).

### **Weather Contingency Plan coming soon**

- The ACT/WorkKeys statewide testing weather contingency plan will be posted online and emailed to test coordinators and DACs in late January.

### **FAQ:**

**Q:** I am test coordinator and also a coach. As I understand it, because I am a coach, I cannot handle secure materials but I can still do all other coordinator duties; is that accurate?

**A:** To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach **may not** have access to secure test materials for the ACT before or after testing and **may** serve as a room supervisor for the ACT, but **may not** supervise one-on-one testing for any student athlete. See page 14 of the [Test Coordinator Guide](#).

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.*

### **Jennifer Bell**

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